

CDU delivering AIM Professional Short Courses

Project Management Fundamentals

This program provides a fundamental approach to project management for those involved in low value, low risk projects, or multiple, independent projects. The content covers the four phases of project management initiation, development, implementation and finalisation with a focus on the early planning stages of project management.

A variety of practical activities, including a simulation exercise, provide an opportunity for participants to practise the techniques of project management. Development of the interpersonal skills vital to project success is integrated throughout the two days.

Designed for

Project team members, people new to project management, operational people for whom project management is a part of their role, team leaders and marketing coordinators.

Learning Outcomes

- Describe the different stages of a project
- Describe the role and management responsibilities of project managers
- Analyse the importance of planning and control and their implications for project management
- Identify project management tools and techniques

Course Content

- Project lifecycle and phases of a project
- The initiation phase
- Planning and controlling the project
- Scoping the project
- Developing the project definition document
- Developing the work breakdown structure
- Developing a network diagram
- Scheduling the project
- Implementation and monitoring of the project
- Finalising the project
- Communication techniques
- Roles and responsibilities of the project manager

Course Duration: 2 days